



Foreign Affairs Handbook

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-14

Date: June 28, 2012

14 FAH-1 H-210 PERSONAL PROPERTY UTILIZATION

Major Changes

1. This Change Transmittal issues the following changes to 14 FAH-1 H-210:
 - **14 FAH-1 H-211, Personal Property Analysis and Management:** For the lifetime management of U.S. Government personal property, reference OMB Circular A-11, Part 7, Planning, Budgeting, and Acquisition of Capital Assets;
 - **14 FAH-1 H-212, Program Objectives:** New items acquired must be essential and not include unnecessary upgrades. Personal property is not replaced just because it has been in use for a certain period of time;
 - **14 FAH-1 H-213, U.S. Government-Wide Minimum Replacement Standard:** Consult Federal Supply Group (FSG) 39 for Material Handling Equipment; FSG 23 for Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles; and FSG 71 for Furniture;
 - **14 FAH-1 H-214, Replacing Personal Property Recorded Using ILMS:** Property officers must evaluate property listed on the ILMS-generated "Items Due for Replacement" when determining which items may need to be replaced within a given year;
 - **14 FAH-1 H-215.2, Developing Replacement Schedule Data:** Property staff should develop a schedule for replacement based on actual condition; age; degree of use of the item; climatic conditions; fluctuation of electrical power (if applicable); availability; quality of maintenance and repair facilities; and actual past exchange/sale history or other local conditions, which may influence the minimum replacement standard;

- **14 FAH-1 H-218, Exceptions to Scheduled Replacement:** Keep personal property that is in usable and workable condition provided that repair and maintenance costs are minimal; and
- **14 FAH-1 H-219, Files:** Process personal property replacement records in accordance with General Records Schedule 5, Budget Preparation, Presentation, and Apportionment Records, paragraph 2, Budget Background Records, by "Destroy 1 year after the close of the fiscal year covered by the budget."

2. **14 FAH-1 H-210 Crosswalk:**

From:	To:
H-215.2-1, Nonserialized Items	H-215.2, Developing Replacement Schedule Data
H-215.2-2, Serialized Items	H-215.2, Developing Replacement Schedule Data
Exhibit H-213, Replacement Cycles for Personal Property at Posts Abroad	Information now found on A/LM Web site
Exhibit H-215.3-1, Replacement Schedule for Household Nonserialized Property	Information now found on A/LM Web site
Exhibit H-215.3-2, Replacement Schedule for Serialized Property	Information now found on A/LM Web site

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-1 H-210 (CT:PPM-2; 07-27-2004) and insert revised subchapter 14 FAH-1 H-210 (CT:PPM-14; 06-28-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-14, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.